

1 **R277. Education, Administration.**

2 **R277-419. Pupil Accounting.**

3 **R277-419-1. Definitions.**

4 A. "Aggregate Membership" means the sum of all days in
5 membership during a school year for the student, program,
6 school, LEA, or state.

7 B. "Approved CTE course" means a course approved by the
8 Board within the Career and Technical Education (CTE) Pathways
9 in the eight areas of study.

10 [~~B~~]C. "Board" means the Utah State Board of Education.

11 [~~C~~]D. "Charter school" means a school that is authorized
12 and operated under Sections 53A-1a-501.6, 53A-1a-515 and 53A-
13 1a-501.3.

14 [~~D~~]E. "Compulsory school age" means:

15 (1) a person who is at least five years old and no more
16 than 17 years old on or before September 1;

17 (2) with respect to special education, a person who is at
18 least three years old and no more than 21 years old on or
19 before September 1;

20 (3) with respect to YIC, a person who is at least five
21 years old and no more than 21 years old on or before September
22 1.

23 [~~E~~]F. "Data Clearinghouse" means the electronic data
24 collection system used by the USOE to collect information
25 required by law from LEAs about individual students at certain
26 points throughout the school year to support the allocation of
27 funds and accountability reporting.

28 [~~F~~]G. "Electronic high school" means a rigorous program
29 offering 9-12 grade level courses delivered over the Internet
30 and coordinated by the USOE.

31 [~~G~~]H. "Influenza pandemic (pandemic)" means a global
32 outbreak of serious illness in people. It may be caused by a
33 strain of influenza that most people have no natural immunity
34 to and that is easily spread from person to person.

35 [~~H~~]I. "ISI-1" means a student who receives 1 to 59
36 minutes of YIC related services during a typical school day.

37 [~~I~~]J. "ISI-2" means a student who receives 60 to 179

minutes of YIC related services during a typical school day.

[K]L. "LEA" means a local education agency, including local school boards/public school districts and charter schools.

[K]L. "Membership" means a public school student is on the current roll of a public school class or public school as of a given date:

(1) A student is a member of a class or school from the date of entrance at the school and is placed on the current roll until official removal from the class or school due to the student having left the school.

(2) Removal from the roll does not mean that the LEA should delete the student's record, only that the student should no longer be counted in membership.

[H]M. "Minimum School Program (MSP)" means public school programs for kindergarten, elementary, and secondary schools described in Section 53A-17a-103(5).

[M]N. "Private school" means an educational institution that is not a charter school but is owned or operated by a private person, firm, association, organization, or corporation, rather than subject to governance by the Board consistent with the Utah Constitution.

[N]O. "Program" means an institution within a larger education entity that is designed to accomplish a predetermined curricular objective or set of objectives.

[O]P. "Resource" means a student who receives 1 to 179 minutes of special education services during a typical school day consistent with the student's IEP provided for under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. Sec. 1400 et seq., amended in 2004.

[P]Q. "Retained senior" means a student beyond the general compulsory education age who is authorized at the discretion of the LEA to remain in enrollment as a high school senior in the year(s) after the cohort has graduated due to:

(1) sickness;

(2) hospitalization;

(3) pending court investigation or action or both; or

75 (4) other extenuating circumstances beyond the control of
76 the student.

77 [Q]R. "S1" means the record maintained by the USOE
78 containing individual student demographic and school
79 membership data in a Data Clearinghouse file.

80 [R]S. "S2" means the record maintained by the USOE
81 containing individual student data related to participation in
82 a special education program in a Data Clearinghouse file.

83 [S]T. "S3" means the record maintained by the USOE
84 containing individual student data related to participation in
85 a YIC program in a Data Clearinghouse file.

86 [T]U. "School" means an educational entity governed by an
87 LEA that is supported with public funds, includes enrolled or
88 prospectively enrolled full-time students, employs licensed
89 educators as instructors that provide instruction consistent
90 with R277-502-5, has one or more assigned administrators, is
91 accredited consistent with R277-410-3, and administers
92 required statewide assessments to its students.

93 [U]V. "School day" means:

94 (1) a minimum of two hours per day per session in
95 kindergarten and a minimum of four hours per day in grades one
96 through twelve, subject to the following constraints:

97 (2) (a) All school day calculations shall exclude lunch
98 periods and pass time between classes but may include recess
99 periods that include organization or instruction from school
100 staff.

101 (b) Each day that satisfies hourly instruction time shall
102 count as a school day, regardless of the number or length of
103 class periods or whether or not particular classes meet.

104 [V]W. "School membership" means membership other than in
105 a special education or YIC program in the context of the Data
106 Clearinghouse.

107 [W]X. "School of enrollment" means the school where a
108 student takes a majority of his classes; the school designated
109 to receive the student's weighted pupil unit.

110 [X]Y. "School year" means the 12 month period from July
111 1 through June 30.

[¥]Z. "Self-contained" means a public school student with an IEP or YIC, who receives 180 minutes or more of special education or YIC related services during a typical school day.

[~~Z~~]AA. "Self-Contained Resource Attendance Management (SCRAM)" means a record that tracks the aggregate membership of public school special education students for state funding purposes.

[~~AA~~]BB. "SSID" means Statewide Student Identifier.

[~~BB~~]CC. "UCAT" means any public institution of higher education affiliated with the Utah College of Applied Technology.

[~~CC~~]DD. "Unexcused absence" means an absence charged to a student when the student was not physically present at school at any of the times attendance checks were made in accordance with Section R277-419-4B(3) and the student's absence could not be accounted for by evidence of a legitimate or valid excuse in accordance with local board policy on truancy as defined in Section 53A-11-101.

[~~DD~~]EE. "USOE" means the Utah State Office of Education.

[~~EE~~]FF. "Virtual education" means the use of information and communication technologies to offer educational opportunities to students in a manner that transcends traditional limitations of time and space with respect to their relationships with teachers, peers, and instructional materials.

[~~FF~~]GG. "Year End upload" means the Data Clearinghouse file due annually by July 15 from school districts and charter schools to the USOE for the prior school year.

[~~GG~~]HH. "Youth in Custody (YIC)" means a person under the age of 21 who is:

- (1) in the custody of the Department of Human Services;
- (2) in the custody of an equivalent agency of a Native American tribe recognized by the United States Bureau of Indian Affairs and whose custodial parent or legal guardian resides within the state; or
- (3) being held in a juvenile detention facility.

149 **R277-419-2. Authority and Purpose.**

150 A. This rule is authorized under Utah Constitution
151 Article X, Section 3 which vests general control and
152 supervision over public education in the State Board of
153 Education, by Section 53A-1-401(3) which allows the Board to
154 make rules in accordance with its responsibilities, Section
155 53A-1-402(1) (e) which directs the Board to establish rules and
156 standards regarding cost-effectiveness, school budget formats
157 and financial, statistical, and student accounting
158 requirements, and Section 53A-1-404(2) which directs that
159 local school board auditing standards shall include financial
160 accounting and student accounting. This rule is further
161 authorized by Section 53A-1-301(3)(d) which directs the
162 Superintendent to present to the Governor and the Legislature
163 data on the funds allocated to school districts, and Section
164 53A-3-404 which requires annual financial reports from all
165 school districts.

166 B. The purpose of this rule is to specify pupil
167 accounting procedures used in apportioning and distributing
168 state funds for education.

169 **R277-419-3. Schools and Programs**

170 A. Schools

171 (1) Each school shall receive the appropriate
172 accountability reports from the USOE and other state-mandated
173 reports for the school type and grade range; and

174 (2) All schools shall submit a Clearinghouse report; and

175 (3) All schools shall employ at least one licensed
176 educator and one administrator.

177 B. Programs

178 (1) Students who are enrolled in a program shall remain
179 members of a public school; and

180 (2) Programs shall not receive separate accountability
181 and other state-mandated reports from the USOE; and

182 (3) Students reported under a program shall be included
183 in WPU and student enrollment calculations of a school of
184 enrollment; and

(4) Courses taught at programs shall be credited to the appropriate school of enrollment.

C. Private school or program

(1) Private schools or programs shall not be required to submit data to the USOE; and

(2) Private schools or programs shall not receive annual accountability reports.

R277-419-4. Minimum School Days, LEA Records, and Audits.

A. Minimum standards for school days

(1) LEAs shall conduct school for at least 990 instructional hours and 180 school days each school year; exceptions to the number of school days for individual students and schools are provided for in R277-419-8.

(2) The required school days and hours may be offered at any time during the school year, consistent with the law.

(3) Health Department Emergency or Pandemic

(a) The Board may waive the school day and hour requirement, following a vote of Board members, pursuant to a directive from the Utah State Health Department or a local health department, that results in the closure of a school in the event of a pandemic or other public health emergency.

(b) In the event that the Board is unable to meet in a timely manner, the State Superintendent of Public Instruction may issue a waiver following consultation with a majority of Board members.

(c) The waiver may be for a designated time period and for specific areas, school districts, or schools in the state, as determined by the health department directive.

(d) The waiver may allow for school districts to continue to receive state funds for pupil services and reimbursements.

(e) The waiver by the Board or State Superintendent of Public Instruction shall direct school districts to provide as much notice to students and parents of the suspension of school services, as is reasonably possible.

(f) The waiver shall direct school districts to comply with health department directives, but to continue to provide

221 any services to students that are not inconsistent with the
222 directive.

223 (g) The board may encourage school districts to provide
224 electronic or distance learning services to affected students
225 for the period of the pandemic or other public health
226 emergency to the extent of personnel and funds available.

227 (4) Minimum standards shall apply to all public schools
228 in all settings unless Utah law or this rule provides for
229 specific exceptions. Local boards are encouraged to provide
230 adequate school days and hours in the school district's yearly
231 calendar to avoid the necessity of a waiver request except in
232 the most extreme circumstances.

233 B. Official records

234 (1) To determine student membership, LEAs shall ensure
235 that records of daily student attendance are maintained in
236 each school which clearly and accurately show for each student
237 the:

238 (a) entry date;

239 (b) exit date;

240 (c) exit or high school completion status;

241 (d) whether or not an absence was excused;

242 (e) disability status (resource or self-contained, if
243 applicable); and

244 (f) YIC status (ISI-1, ISI-2 or self-contained, if
245 applicable).

246 (2) (a) Computerized or manually produced records for
247 ~~[Career and Technical Education (CTE)]~~ CTE programs shall be
248 kept by teacher, class and Classification of Instructional
249 Program (CIP) code.

250 (b) These records shall clearly and accurately show for
251 each student in a CTE class the:

252 (i) entry date;

253 (ii) exit date; and

254 (iii) excused or unexcused status of absence.

255 (3) A minimum of one attendance check shall be made by
256 each public school each school day.

257 C. Due to school activities requiring schedule and

program modification during the first days and last days of the school year:

(1) For the first five school days, an LEA may report aggregate days of membership equal to the number recorded for the second five-day period of the school year.

(2) For the last five-day period, an LEA may report aggregate days of membership equal to the number recorded for the immediately preceding five-day period.

(3) Schools shall continue instructional activities throughout required calendared instruction days.

D. Audits

(1) An independent auditor shall be employed under contract by each LEA to audit its student accounting records annually and report the findings to the LEA board of education and to the Finance and Statistics Section of the USOE;

(2) Reporting dates, forms, and procedures are found in the State of Utah Legal Compliance Audit Guide, provided to LEAs by the USOE in cooperation with the State Auditor's Office and published under the heading of APP C-5;

(3) The USOE shall review student membership and fall enrollment audits as they relate to the allocation of state funds in accordance with the policies and procedures established in R277-484-7 and 8 and may periodically or for cause review LEA records and practices for compliance with the laws and this rule.

R277-419-5. Student Membership.

A. Eligibility

(1) In order to generate membership for funding through the MSP for any clock hour of instruction on any school day, a student shall:

(a) not have previously earned a basic high school diploma or certificate of completion;

(b) not be enrolled in a YIC program with a YIC time code other than ISI-1 or ISI-2;

~~[(c) not be enrolled in a regional applied technology college created under Title 53B, Chapter 2a, Utah College of~~

294 ~~Applied Technology;~~

295 ([d]c) not have unexcused absences on all of the prior
296 ten consecutive school days;

297 ([e]d) be a resident of Utah as defined under Sections
298 53A-2-201 through 213;

299 ([f]e) be of compulsory school age or a retained senior;

300 ([g]f)(i) be expected to attend a regular learning
301 facility operated or recognized by the LEA on each regularly
302 scheduled school day; or

303 (ii) have direct instructional contact with a licensed
304 educator provided by the LEA at an LEA-sponsored center for
305 tutorial assistance or at the student's place of residence or
306 convalescence for at least 120 minutes each week during an
307 expected period of absence, if physically excused from such a
308 facility for an extended period of time, due to:

309 (A) injury, illness, surgery, suspension, pregnancy,
310 pending court investigation or action; or

311 (B) an LEA determination that home instruction is
312 necessary.

313 (iii) be enrolled in an approved CTE course(s) on the
314 campus of another state funded institution where such a course
315 is:

316 (A) not offered at the student's school of membership;

317 (B) ~~[not a course being]~~ used to meet ~~[non-]~~Board-
318 approved CTE graduation requirements under R277-700-6C(7); and

319 (C) a course consistent with the student's SEOP.

320 (iv) LEAs desiring to generate membership for student
321 enrollment in courses outlined in R277-419-5A(1)(g)(iii), or
322 to seek a waiver from a requirement(s) in R277-419-
323 5A(1)(g)(iii), shall submit an application for course approval
324 by April 1 of the year prior to which the membership will be
325 counted. LEAs shall be notified within 30 days of the
326 application deadline if courses have been approved.

327 (2) Students may generate MSP funding by participation in
328 an LEA-sponsored or LEA-supported virtual education program
329 other than the Utah Electronic High School that is consistent
330 with the student's SEOP, has been approved by the student's

counselor, and includes regular face-to-face instruction or facilitation by a designated employee of the LEA.

B. Reporting

(1) LEAs shall report aggregate membership for each student via the School Membership field in the S1 record and special education membership in the SCRAM Membership field in the S2 record and YIC membership in the S3 record of the Year End upload of the Data Clearinghouse file.

(2) In the Data Clearinghouse, aggregate membership shall be expressed in days.

C. Calculations

(1) If a student was enrolled for only part of the school day or only part of the school year, the student's membership shall be prorated according to the number of hours, periods or credits for which the student actually was enrolled in relation to the number of hours, periods or credits for which a full-time student normally would have been enrolled. For example:

(a) If the student was enrolled for 4 periods each day in a 7 period school day for all 180 school days, the student's aggregate membership would be $4/7$ of 180 days or 103 days.

(b) If the student was enrolled for 7 periods each day in a 7 period school day for 103 school days, the student's membership would also be 103 days.

(2) For students in grades 2 through 12, days in membership shall be calculated by the LEA using a method equivalent to the following: total clock hours of instruction for which the student was enrolled during the school year divided by 990 hours and then multiplied by 180 days and finally rounded up to the nearest whole day. For example, if a student was enrolled for only 900 hours during the school year, the student's aggregate membership would be $(900/990) \times 180$, and the LEA would report 164 days.

(3) For students in grade 1, the first term of the formula shall be adjusted to use 810 hours as the denominator.

(4) For students in kindergarten, the first term of the formula shall be adjusted to use 450 hours as the denominator.

368 D. Constraints

369 (1) The sum of regular plus self-contained special
370 education and self-contained YIC membership days may not
371 exceed 180 days;

372 (2) The sum of regular and resource special education
373 membership days may not exceed 360 days;

374 (3) The sum of regular, ISI-1 and ISI-2 YIC membership
375 days may not exceed 360 days.

376 E. Exceptions

377 LEAs may also count a student in membership for the
378 equivalent in hours of up to:

379 (1) one period each school day, if the student has been:

380 (a) released by school upon parent's request during the
381 school day for religious instruction or individual learning
382 activity consistent with the student's SEOP; or

383 (b) exempted from school attendance under 53A-11-102 for
384 home schooling and participates in one or more extracurricular
385 activities under R277-438;

386 (2) two periods each school day per student for time
387 spent in bus travel during the regular school day to and from
388 ~~[UCAT facilities]~~ another state-funded institution, if the
389 student is enrolled in CTE instruction consistent with the
390 student's SEOP.

391 ([2]3) all periods each school day, if the student is
392 enrolled in:

393 (a) a concurrent enrollment program that satisfies all
394 the criteria of R277-713;

395 (b) a private school without religious affiliation under
396 a contract initiated by an LEA which directs that the
397 instruction be paid by public funds. Contracts shall be
398 approved by the LEA board in an open meeting.

399 (c) a foreign exchange student program under
400 53A-2-206(8).

401 (d) Electronic High School courses for credit which meet
402 curriculum requirements, consistent with the student's SEOP
403 and following written school counselor approval.

404 (e) a school operated by an LEA under a Utah Schools for

405 the Deaf and the Blind IEP:

406 (i) students may only be counted in (S1) membership and
407 shall not have an S2 record;

408 (ii) the S2 record for these students shall only be
409 submitted by the Utah Schools for the Deaf and the Blind.

410 **R277-419-6. High School Completion Status.**

411 A. The final status of all students who enter high school
412 (grades 10-12) shall be accounted for, whether they graduate
413 or leave high school for other reasons. LEAs shall use the
414 following decision rules to indicate the high school
415 completion or exit status of each student who leaves the Utah
416 public education system:

417 (1) Graduates are students who earn a basic high school
418 diploma by satisfying one of the options consistent with R277-
419 705-4B or out-of-school youths of school age who complete
420 adult education secondary diploma requirements consistent with
421 R277-733.

422 (2) Other students are completers who have not satisfied
423 Utah's requirements for graduation but who:

424 (a) shall be in membership in twelfth grade on the last
425 day of the school year; and

426 (b) meet any additional criteria established by the LEA
427 consistent with its authority under R277-705-4C; or

428 (c) meet any criteria established for special education
429 students under Utah State Board of Education Special Education
430 Rules, Revised, August 2007, and available from the USOE, and
431 R277-700-8E; or

432 (d) pass a General Educational Development (GED) test
433 with a designated score.

434 (3) Continuing students are students who:

435 (a) transfer to higher education, without first obtaining
436 a diploma; or

437 (b) transfer to the Utah Center for Assistive Technology
438 (UCAT) without first obtaining a diploma; or

439 (c) age out of special education.

440 (4) Dropouts are students who have no legitimate reason

441 for departure or absence from school or who:

442 (a) withdraw due to a situation so serious that
443 educational services cannot be continued even under the
444 conditions of R277-419-5A(1)(f)(ii); or

445 (b) are expelled and do not re-enroll in another public
446 education institution; or

447 (c) transfer to adult education.

448 (5) Students shall be excluded from the cohort
449 calculation if they:

450 (a) transfer out of state, out of the country, to a
451 private school, or to home schooling; or

452 (b) are U.S. citizens who enrolled in another country as
453 a foreign exchange student; or

454 (c) are non-U.S. citizens who enrolled in a Utah public
455 school as a foreign exchange student under Section 53A-2-206
456 in which case they shall be identified by resident status (J
457 for those with a J-1 visa, F for all others), not by an exit
458 code; or

459 (d) died.

460 B. LEAs shall report the high school completion status or
461 exit code of each student to the USOE as specified in Data
462 Clearinghouse documentation.

463 C. The USOE shall report a graduation rate for each
464 school, LEA, and the state.

465 (1) The four-year cohort rate shall be reported on the
466 annual state reports.

467 (2) The three-year cohort graduation rate shall be
468 reported separately for high schools on the official state
469 graduation report.

470 **R277-419-7. Student Identification and Tracking.**

471 A. Pursuant to Section 53A-1-603.5, LEAs shall:

472 (1) use the SSID system maintained by the USOE to assign
473 every student enrolled in a program under the direction of the
474 Board or in a program or a school that is supported by public
475 school funding a unique student identifier.

476 (a) The number shall be assigned to a student upon

enrollment into a public school program or a public school-funded program.

(b) The number shall not be the student's social security number or contain any personally identifiable information about the student.

(2) display the SSID on student transcripts exchanged with LEAs and Utah public institutions of higher education.

B(1) LEAs shall require all students to provide their legal first, middle, and last names at the time of registration to ensure that the correct SSID follows students who transfer among LEAs.

(2)(a) Names shall be transcribed from the student's birth certificate or other reliable proof of the student's identity and age, consistent with Section 53A-11-503;

(b) The direct transcription of student names from birth certificates or other reliable proof of student identity and age shall be the student's legal name for purposes of maintaining school records; and

(c) Schools or school districts may modify the order of student names, provide for nicknames, or allow for different surnames, consistent with court documents or parent preferences, so long as legal names are maintained on student records and used in transmitting student information to the USOE.

C. The USOE and LEAs shall track students and maintain data using students' legal names.

D. If there is a compelling need to protect a student by using an alias, the LEA should exercise discretion in recording the name of the student.

R277-419-8. Variances.

A. An exception for school attendance for public school students may be made at the discretion of the local board, in the length of the school day or year, for students with compelling circumstances. The time an excepted student is required to attend school shall be established by the student's IEP or SEOP.

513 B. Emergency/activity/weather-related exigency time shall
514 be planned for in an LEA's annual calendaring. If school is
515 closed for any reason, the instructional time missed shall be
516 made up under the emergency/activity time as part of the
517 minimum required time to qualify for full MSP funding.

518 C. Staff Planning, Professional Development, Student
519 Assessment Time, and Parent-Teacher and Student Education Plan
520 (SEP) Conferences.

521 (1) To provide planning and professional development
522 time for staff, LEAs may hold school longer some days of the
523 week and shorter other days so long as minimum school day
524 requirements, as provided for in R277-419-1[~~U~~]V, are
525 satisfied.

526 (2) Schools may conduct parent-teacher and student
527 education plan conferences during the school day.

528 (3) Such conferences may only be held for a total of the
529 equivalent of three full school days or a maximum of 16.5
530 hours for the school year. Student membership for professional
531 development or parent-teacher conference days shall be counted
532 as that of the previous school day.

533 (4) LEAs may designate no more than 12 instructional days
534 at the beginning of the school year or at the end of the
535 school year or both for the assessment of students entering or
536 completing kindergarten. If instruction days are designated
537 for kindergarten assessment:

538 (a) the days shall be designated by the LEA board in an
539 open meeting;

540 (b) adequate notice and explanation shall be provided to
541 kindergarten parents well in advance of the assessment period;

542 (c) assessment shall be conducted by qualified school
543 employees consistent with Section 53A-3-410; and

544 (d) assessment time per student shall be adequate to
545 justify the forfeited instruction time.

546 (5) The final decision and approval regarding planning
547 time, parent-teacher and SEP conferences rests with the local
548 board of education, consistent with Utah law and Board
549 administrative rules.

550 (6) Total instructional time and school calendars shall
551 be approved by local boards in an open meeting.

552 D. A school using a modified 45-day 15-day year round
553 schedule initiated prior to July 1, 1995 shall be considered
554 to be in compliance with this rule if a school's schedule
555 includes a minimum of 990 hours of instruction time in a
556 minimum of 172 days.

557 **KEY: education finance, school enrollment**

558 **Date of Enactment or Last Substantive Amendment: [~~May 8,~~]2012**

559 **Notice of Continuation: October 5, 2007**

560 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3;**

561 **53A-1-401(3); 53A-1-402(1)(e); 53A-1-404(2); 53A-1-301(3)(d);**

562 **53A-3-404; 53A-3-410**